



Taber Public Library Policy Manual

Personnel Policy: Disciplinary Action

PURPOSE:

Personnel Policy and Procedures of the Taber Public Library.

POLICY:

1. Should the Library Manager and/or Personnel Committee deem it necessary to discipline an employee, the following guidelines are to be followed.

GUIDELINES:

1. A verbal reprimand/warning shall be given with documentation in writing stating the reason(s) for the reprimand, in the form of a *Performance Improvement Plan Notice to Improve*, with a copy kept by the Library and a copy given to the employee. Performance issues will result in probation: the staff member will be given an improvement plan and a period for improvement. Conduct issues will be expected to improve immediately. The Personnel Committee will be made aware of any reprimands resulting in a *Notice to Improve*.
2. If a conduct issue persists, the staff member will be terminated. If a performance issue is not corrected within the allotted period, the staff member will be terminated.

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